

Office of the Burdwan Municipality

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Memo No. 25 /III(AMRUT)/3/3/3/2017/NOC-Perm/NH2/V1

Dated: 20.01.21

NOTICE INVITING ELECTRONIC BID No. 5/2020-21
Tender Ref: No. WBMAD/BM/AMRUT/5/2020-21

(Submission of Tender through online)

The Executive Officer on behalf of Administrator, Burdwan Municipality, invites e-Quotation from interested Consultant firms for the works given below :-

Sl.No.	Name of the work	Location of Work	Time of Completion	Eligibility
1	Way Leave Permission from NHAI for Laying of Water pipeline across & along NH-2 at Anjirbagan and Lakurdi within Burdwan Municipality	Within Burdwan Municipality	90 days from date of receipt of work order (for Provisional NOC from NHAI Authority)	Bonafide & Resourceful consultant firms

The purpose of this assignment is to obtain way leave permission from NHAI for Laying of Water pipeline across & along NH-2 at Anjirbagan and Lakurdi within Burdwan Municipality.

Consultant Firms having requisite experience are hereby invited to submit technical and financial bids for the above said consultancy services.

TERMS & CONDITIONS

1. In the event of e-filing, intending bidder may download the quotation documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate.
2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in> Submission of Technical Bid and Financial Bid will be done as per Time Schedule stated below –

Sl.No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	21.01.2021 ,10:00 A.M
2	Documents download start date	21.01.2021 11:00 A.M
3	Documents download end date	29.01.2021 06:00 P.M
4	Bid submission start date (On line)	21.01.2021 11:30 A.M
5	Bid Submission closing (On line)	29.01.2021 6:30 P.M
6	Bid opening date for Technical Proposals (Online)	01.02.2021 11:30 A.M
7	Date of uploading list of Technically Qualified Bidder after disposal of appeals, if any. (online)	TO BE INFORMED LATER ONLINE
8	Date for opening of Financial Proposal (Online)	TO BE INFORMED LATER ONLINE

The **FINANCIAL OFFER** of the prospective bidder will be considered only if the **TECHNICAL BID** of the bidder is found qualified by the ‘Tender Committee’ The decision of the ‘Tender Committee’ will be final and absolute in this respect. The list of Qualified Bidder/Bidders will be displayed in the website.

Eligibility Criteria:

1. The applicant Consultant Company/ firm / agency should be reliable and resourceful and should have experiences of completing similar types of job. The applicant must submit their IT return acknowledgement, P. Tax clearance certificate, Goods & Services Tax registration, PAN Card, registration certificates by the Companies Act 1956 of India (wherever applicable) etc.
2. The bidder should be registered Architects/Consultants, empanelled with the Ministry of Road Transport & Highways (MORT&H).
3. The applicant Consultant Company/ firm / agency should have experience of at least two similar works under any Government/Semi Government/Statutory Authorities/Private Sectors during last 5 financial years. Documentary evidence for completion should be submitted.
4. The avg. annual turnover of the consultant firm shall not be less than Rs. 20 lakh during the last three years in the above mentioned similar works with supporting documents.

Earnest Money

- a) 2% of the Quoted Bid price in two parts, vice. Rs.5,000.00 (Rupees Five Thousand only) as an initial Earnest Money with Bid Proposal and rest as mentioned below.
- b) Initial earnest money is to be deposited either online by net Banking through using ICICI Bank Payment Gateway or offline through RTGS / NEFT. Please refer Memo No 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. of West Bengal
- c) Earnest Money Deposit i.e. 2% of bid amount beyond Rs. 5,000.00 (Rupees Five Thousand only) (if any) shall have to be deposited by successful bidder after acceptance of Bid Proposal in the form of Bank Draft from any nationalized /scheduled Bank in favour of "Burdwan Municipality", Payable at Burdwan .

Copy forwarded for information and necessary action to:-

1. The Mission Director, AMRUT, West Bengal.
2. The Secretary, MED, Bikash Bhavan, Salt Lake Kolkata
3. The Chief Engineer, MED, Bikash Bhavan, Salt Lake Kolkata
4. The Additional Chief Engineer,(South), MED, BikashBhavan, Salt Lake Kolkata.
5. The Superintending Engineer, West Circle, M.E.Dte., Burdwan.
6. The Executive Engineer,MED, Burdwan Division
7. The Finance Officer,Burdwan Municipality
8. Secretary ,Burdwan Municipality & Nodal Officer AMRUT
9. UP,AMRUT,Burdwan Municipality
10. UIS, AMRUT,Burdwan Municipality
11. CA to The Sub-Divisional Officer, Sadar (North),PurbaBardhaman for his kind appraisal to authority

Sd/-
Executive Officer
Burdwan Municipality

SECTION - A INSTRUCTION TO BIDDERS

General guidance

Instructions / Guidelines for electronic submission of the quotations have been annexed for assisting the Consultant Firms to participate in e-Quotation.

i. Registration of Consultant:

Any Consultant Firms willing to take part in the process of participation in bid will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> the Consultant is to click on the link for e-tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):

Each consultant is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount.

iii. The consultant can search & download N.I.Q. & Quotation Document(s) electronically from computer once he/she logs on to the website mentioned in Clause A.(i) using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

iv. Submission of quotation :

Quotation is to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

v. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents

- 1) N.I.Q. (*download properly and upload the same Digitally Signed*). **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in N.I.Q., the quotation is liable to be summarily rejected.**
- 2) Addendum published, if any.
- 3) Proforma

(b). Non-statutory Cover Containing the following documents:

Sl.No.	Category Name	Sub- Categor	Detail(s)
A.	Certificate(s)	Certificate(s)	VAT / Works contract tax / Service tax registration certificate (as applicable), PAN Valid Trade license certificate P Tax (deposit challan) (Latest)
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) ltd. Company.
C.	Credential	Credential – 1	Experience of at least two similar works under any Government/Semi Government/Statutory Authorities/Private Sectors during last 5 financial years. Documentary evidence for completion should be submitted.
D.	Financial Information	P/L & Balance Sheet 2017-2018 P/L & Balance Sheet 2018-2019 P/L & Balance Sheet 2019-2020	A minimum average yearly turnover of at least Rs. 20 Lakh in the last three preceding years
E.	Experience	Annexure C	Details of on-going assignments and completed assignments.

N.B. : Failure of submission of any of the above mentioned documents will render the bidder liable to be rejected for both statutory & non statutory cover.

vi. Financial Proposal :

The Financial Proposal contains the following documents :

- 1 The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The consultant is to quote the rate both in word and figure online through computer in the space marked for quoting rate in the BOQ.
- 2 Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the consultant.
- 3 The rate should only be quoted in the B.O.Q.
- 4 In case quoting any rate in N.I.Q., the quotation is liable to be summarily rejected.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

1. Tender Committee

1. Tender Committee constituted as per Order of the Executive Officer, Burdwan Municipality will function as Committee for selection of technically qualified consultant.

2. Opening & evaluation of quotation:

If any consultant is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

3. Opening of Technical Proposal:

Technical proposals will be opened by the Executive Officer, Burdwan Municipality or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

4. Intending bidders may remain present if they so desire.

5. Cover (folder) for Statutory Documents (Ref. Sl. No. A. v(a)) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A. v.(b)) will be opened. If there is any deficiency in the Statutory Documents the quotation will summarily be rejected.

6. Decrypted (transformed into readable formats) documents of the non statutory cover will be Downloaded & handed over to the Quotation Tender Committee.

7. Summary list of technically qualified firm will be uploaded online.

8. Pursuant to scrutiny & decision of the Evaluation Committee the summary list of eligible quotationer & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

9. During evaluation the committee may summon the consultant & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Technical capability of a bidder will be judged on the basis of information furnished.

i.) Penalty for suppression / distortion of facts:

If any quotationer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Quotation Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the quotationer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

ii.) Rejection of Bid:

Executive Officer, Burdwan Municipality reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without assigning any reason thereof .

iii.) Award of Contract

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

iv.)An agreement will have to be executed between Executive Officer, Burdwan Municipality and the successful bidder before commencement of work.

Sd/-
Executive Officer
Burdwan Municipality

SPECIAL TERMS & CONDITIONS

1. Scope of Work :

The detailed scope of work for each permission is as follows :

- (i) Survey of the site.
- (ii) Reconnaissance of the proposed sites.
- (iii) Collection of necessary data from NHAI and other concerned authority, if necessary.
- (iv) Preparation of Way Leave proposal comprising layout drawings and documents as per MoRT&H Guidelines.
- (v) Submission of the Way Leave Proposals to concerned PD, PIU, NHAI.
- (vi) Maintaining liaison and persuasion with NHAI for getting NOC.
- (vii) Obtaining Provisional NOC from Highway Authority.

2. Schedule of Services :

Sl. No.	Stage of work	Submission time
1	Submission of Proposal for Way Leave permission along with Drawings and other documents necessary for obtaining approval.	Within 20 working days from the day of issuance of work order
2	Obtaining Provisional NOC from NHAI Authority	Within 70 working days from submission
	Total	90 working days

3. Mode of payment: - The terms of payment for preparation of each permission is as follows :

A	Submission of Proposal for the Access along with Drawings and other documents necessary for obtaining approval.	25 %
B	Acceptance of the Proposal by the concerned PD and forwarding the same to MoRTH, Delhi for approval	50%
C	On receipt of Provisional NOC from NHAI Authority	25%

4. Reports :

- (i) Access proposal comprising layout drawings and documents for obtaining approval – One set of Hard Copy + Soft Copy.
- (ii) If the Proposal is revised for some reason or other, one set of the Revised Proposal along with soft copy is to be submitted.

5.0 Responsibility for Accuracy of Project Proposals :

The consultant shall be responsible for accuracy of all the data used in project preparation and the designs/ drawings prepared by him as part of the project. The Proposal should be economical, functional and eco-friendly.

RESPONSIBILITY

The Consultant shall be responsible for all consequence of errors and omissions arising from errors solely attributable to bidder or on the part of their employees to the extent and with the limitation specified by the authority. The Consultant shall also be liable and shall indemnify Burdwan Municipality from and against any/all claims, damages, costs as may be raised on the Consultant by any other third party in connection with the said work.

OWNERSHIP OF DOCUMENTS & COPY RIGHTS:

The copyright of Survey Reports, drawings and all other similar documents (both interim and final) provided by the Consultant in connection with project/work shall belong to Burdwan Municipality. All written material, originated and prepared for Burdwan Municipality under the assigned agreement shall belong to Burdwan Municipality. The Consultant shall not publish, share, divulge, disclose, part with any of such papers or information without the written consent of employer or use for purpose other than those for this work, the articles, designs calculations and drawings

CHANGES OR ALTERATION:-

Changes or alterations, as desired by Burdwan Municipality due to site considerations or otherwise as required during the pendency of the contract, will be done by the consultant.

CORRECTNESS AND ACCURACY OF DATA:-

The Consultant shall be fully responsible for the correctness and accuracy of the data. If any inadequacy is observed in the work performed by them, they shall at their own initiative and at no extra cost to Burdwan Municipality take all steps necessary to remedy/rectify the said defects or inadequacies. The consultant shall incorporate all the modifications or changes as desired by Burdwan Municipality.

DISPUTE RESOLUTION

In case of any dispute with regard to interpretation of any section as contained in this NIQ or as may arise by and between the contracting parties the same shall be referred to Executive Officer, Burdwan Municipality whose opinion shall be final and binding on all the parties.

ARBITRATION:

There shall be no provision of Arbitration.

Sd/-
Executive Officer
Burdwan Municipality

PROFORMA-1

A. TECHNICAL PROPOSAL SUBMISSION FORM

The Technical offer must be accompanied by a forwarding letter in the format vide

From

.....
.....
.....

Telephone Number..... Fax Number..... e-mail ID

.....

To

**The , Executive Officer
Burdwan Municipality
G.T Road,Burdwan
Burdwan-713101.**

Subject: Way Leave Permission from NHAI for Laying of Water pipeline across & along NH-2 near Anjirbaqan and Lakurdi within Burdwan Municipality .

We, the undersigned, offer to provide the services for the above in accordance with your Expression of Interest.

We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal.

We have thoroughly read and understood the instructions in the Offer Document, submission of offers will not devolve any right on us to be considered for selection.

We agree to keep this offer of ours open for acceptance by Burdwan Municipality. up to 180 days after the last date of receipt of offer and agree not to revoke our offer at any time during such period.

In the event of our offer being accepted, we agree to execute the formal contract/agreement with Burdwan Municipality as per the stipulated deadline in the award letter.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
E-mail Address:
Fax:

B. FIRM'S REFERENCES

- 1) Name of the Organization
- 2) Address
- 3) Year of Establishment
- 4) Status of the firm

(Whether Company/Firm/Proprietary)
- 5) Name of Directors/ Partners/Proprietor.
- 6) Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.
- 7) Mention PAN No. of I.T and furnish copies of I.T return for last 3 years.
- 8) Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last three years i.e.,
as on 31.03.20, 31.03.19 & 31.03.18.
- 9) If you are empanelled with other Govt. /Semi Govt. / Statutory Agency, if so, furnish details.
- 10) Specify turnover in last 3 years. In Rs (Lakhs)

2017-2018

2018-2019

2019-2020
- 11) Other relevant information

(A separate sheet may be attached if needed)

C. Relevant Services Carried Out during last three years

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted. Completion certificates should be provided.

Firm's Name: _____

Sl. No.	Assignment Name (in detail)	Name of Contracting Authority with address	Starting Date / Completion Date	Name of Associated Consultant if any	No. of Staff (Professional)	Approx. Value of Services/Turnover (in Rs.)	Name of Senior Staff involved and functions performed

Note: A separate sheet may be attached if needed.

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
E-mail Address:
Fax: